FASTLANE TRAVEL AND REIMBURSEMENT SYSTEM

All panelists must prepare their reviews in the FastLane Panel Review System. To access the **Panel Review System**, go to the FastLane home page at **https://www.fastlane.nsf.gov/**.

1 From the FastLane home page, click on the "**Panelist Functions**" tab.

Panelist Functions tab.

2 In the Log In section on the Panelist Functions screen, do the following:

In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.

In the **Panelist Last Name** box, type your last name.

In the **Password** box, type your password.

Select the **Login** button.

Note: If you lose or forget your password, you can contact your program office to request another temporary password be sent to you via email.

3 After you've logged in, you will be directed to a page titled Panelist System Selection. Scroll down to the "**Click to work on:**" menu at the bottom of the page.

Select **Travel and Reimbursement** from the menu.

4 You will be directed to a page titled **Travel and Reimbursement | MAIN**.

There are two steps to the meeting registration process. In Step 1, you will answer the Participant Registration Questions. In Step 2, you will verify your personal banking information and provide travel details, if applicable.

Note: NSF has created a Reviewer Orientation Briefing video to assist you in completing the proposal review process. Click on this button to view this video first if you have not viewed it in the past 12 months. Otherwise, skip to Step 1 of the registration process. Click on the link labeled Step 1 "Participant Registration Questions."

Reviewer Orientation Briefing video Button.

Step 1.

Step 2.
(if applicable)

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5 After clicking on the link for Step 1, you will be directed to the **Participant Registration Questions** where you will complete the Participant Registration questionnaire. Please answer all questions truthfully and certify by clicking on **Continue**. In Step 2, in the screens that follow, if applicable, you will be asked to verify your Social Security Number and provide personal contact information and banking information. This information is required so that NSF may process your reimbursement/compensation.

Select the **Continue** button and follow the system prompts to complete Step 2, if applicable.

Note: For more detailed instructions about registering using FastLane Travel and Reimbursement, go to FastLane Help at https://www.research.gov/common/attachment/Desktop/FastLane_Help.pdf and select Travel and Reimbursement from the interactive table of contents.